



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-633

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CRIMINAL JUSTICE COORDINATOR's OFFICE

ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

1/11/89 Suzanne A. Lutz  
DATE SIGNATURE

SCHEDULE APPROVED BY then destroy.  
COUNTY ADMINISTRATIVE OFFICER

1/12/89 Al. K. J.  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

1-11-89 Robert M. Quay  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

2/17/89 Shirley J.  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>GRANT FILES</u> These files are arranged alphabetically and each grant has its own series of files including quarterly reports, personnel information, expenses/financial information, general correspondence pertaining to the grant, grant contract and county council legislation.	Retain files in office until closed. Transfer to the Record Center for 3 years, then destroy.
8.	<u>CRIMINAL JUSTICE INFORMATION SYSTEM FILES (CJIS)</u> These files are arranged alphabetically and contain but are not limited to general correspondence, CJIS correspondence, security information, CJIS maintenance forms, CJIS operational forms, District Court user information, Circuit Court user information.	After file is closed, purge all non-record material which is no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the State Archives. Send remaining <u>District Court Files</u> to record center and retain for three (3) years, then destroy. Send remaining <u>Circuit Court records</u> to Record Center and retain for twelve (12) years, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
9.	<u>DOMESTIC/FAMILY VIOLENCE CASE FILES</u> These files contain but are not limited to progress sheets, domestic violence order, court order, release of information form, referral to counseling form, termination form, and discharge form.	Retain files for five (5) years after case is closed, then destroy.